

**CONTRACT CHANGE ORDER MEMORANDUM**

DATE:

DC-CEM-4903 (OLD HC-39 REV. 6/93)

TO			FILE E.A. CO-RTE-PM FED NO.
FROM			CONTINGENCY BALANCE (Including this change): \$
CCO NO.	SUPPLEMENT NO.	CATEGORY CODE 2-B-1	HEADQUARTERS APPROVAL REQUIRED? YES____ NO____
SUPPLEMENTAL FUNDS PROVIDED \$			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? YES____ NO____

**THIS CHANGE ORDER PROVIDES FOR:**

A preoperation conference and just-in-time training (JITT) for fast setting hydraulic cements.

A two hour preoperation conference will be held to discuss methods of accomplishing all phases of the fast setting hydraulic cements operation. The goal of this conference will be to align performance expectations, increase quality and improve workmanship.

The six hour JITT session will be conducted based on the recommendation of the contractor and approved by the engineer. This training class will be an extension of the preoperation conference. The purpose of this training is to provide the appropriate knowledge that will enhance the technical skills of both the contractor's and Caltrans' construction staff.

The training session will be conducted local to the project field location for the contractor's and the engineer's project representatives. The contractor shall be represented by all field staff directly involved with fast setting hydraulic cements. Scheduling of the JITT shall be completed within five working days of the beginning of the operation. The class shall be held during normal working hours.

This work is not covered by contract items. Therefore this work will be done under extra work at force account for an estimated cost of \$NNNNN, which will be financed from the supplemental funds.

Determination of time extension is in accordance with the provisions of Section 8-1.07 "Liquidated Damages" of the Standard Specifications. The contract time will be adjusted one (1) working day as it will become the controlling operation from dd-dd-dd to dd-dd-dd

CONCURRED BY:		ESTIMATE OF COST	
CONSTRUCTION ENGINEER		THIS REQUEST	TOTAL TO DATE
BRIDGE ENGINEER		ITEMS	
FHWA REP.	D <sub>i</sub>	FORCE ACCOUNT	
		AGREED PRICE	
		ADJUSTMENT	
PROJECT ENGINEER	DA	____ PARTICIPATING ____ PARTICIPATING IN PART ____ NONE ____ NON-PARTICIPATING (Maintenance) ____ NON PARTICIPATING	
OTHER (Specify)	DA	<b>FEDERAL SEGREGATION (If more than one funding source or P.I.P.type)</b>	
	D	____ CCO FUNDED PER CONTRACT ____ CCO FUNDED AS FOLLOWS	
DIST. PRIOR APPROVAL BY	DATE	FEDERAL FUNDING SOURCE	PERCENT
HQ (ISSUE & APPROVE) (TO PROCEED) BY	DATE	_____	_____
RESIDENT ENGINEER SIGNATURE		_____	_____